

Training Plan (See RHB 7.8 for Analytical or RHB 8.7 for Industrial)

Each facility is required to ensure that all Radiation Safety Officers and x-ray operators are adequately instructed in safe operating procedures and competent in the safe use of the equipment. Each RSO and operator is also required to have instruction in specific areas. The Department will assess RSO and operator training by reviewing the training plan of each facility. Therefore, each facility must establish a training plan to ensure instruction in the areas specified in the regulations. The training plan must document the following items:

- 1) The topics to be covered during the training period. According to regulations the following items must be addressed as a minimum:
 - a) Identification of radiation hazards associated with the use of the equipment.
 - b) Significance of the various radiation warning and safety devices incorporated into the equipment, or the reasons they have not been installed on certain pieces of equipment and the extra precautions required in such cases.
 - b) Proper operating procedures for the equipment.
 - c) The operation, calibration, and limitations of radiation survey instruments. (If required by the employee's position) Proper survey techniques.
 - d) Characteristics of x-radiation.
 - e) Units of radiation dose. Methods of controlling radiation dose, such as time, distance, and shielding.
 - f) Personnel monitoring and the use of personnel monitoring devices.
 - g) Symptoms of acute localized exposures. Proper procedures for reporting an actual or suspected exposure.
 - i) Applicable State regulations.

These topics are the minimum required subjects that must be covered in operator training. They are not necessarily complete for all facilities. Each facility must assess the type of equipment at their facility, and tailor their training program appropriately.

- 2) Methods for documenting the training that each operator has received and methods for documenting operator competence. Records must be maintained of all training provided to each operator. The training records will be checked as part of the routine inspection by the Department. In addition, the Department may request at any time to review the training records of an employee.